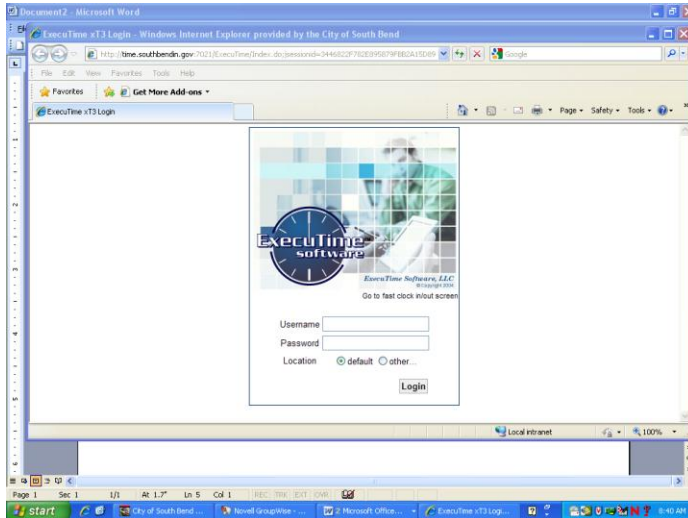**ExecuTime Payroll**
Salary Non-Exempt Procedures
Dated 10/11/10

Login to ExecuTime

Click on ExecuTime icon
ExecuTime will open the login screen

Enter Username (usually first initial of first name, followed by last name)
Enter Password (birthday in mmdd format)
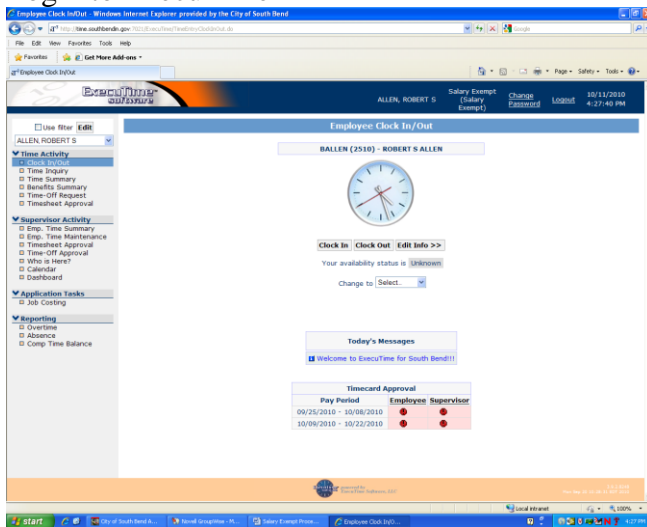Location is "default"
Click Login
ExecuTime will open the "Employee Clock In/Out" screen. See screen shot below. If you are a supervisor, you will open to a "Dashboard" screen instead.
From this point, you have several options, listed on the left side of the screen.
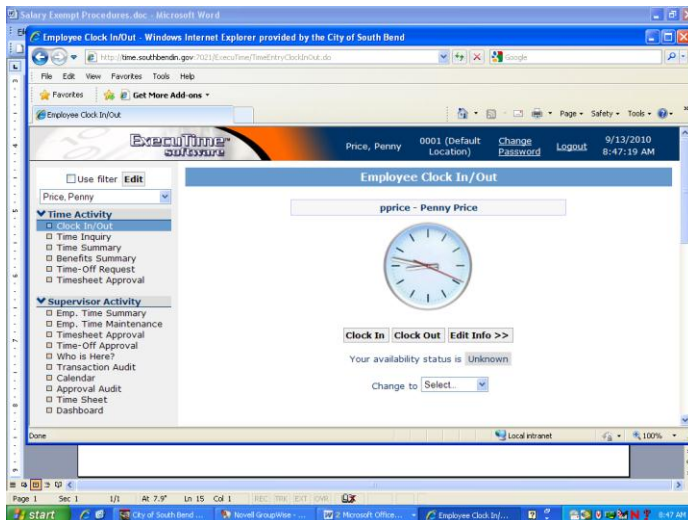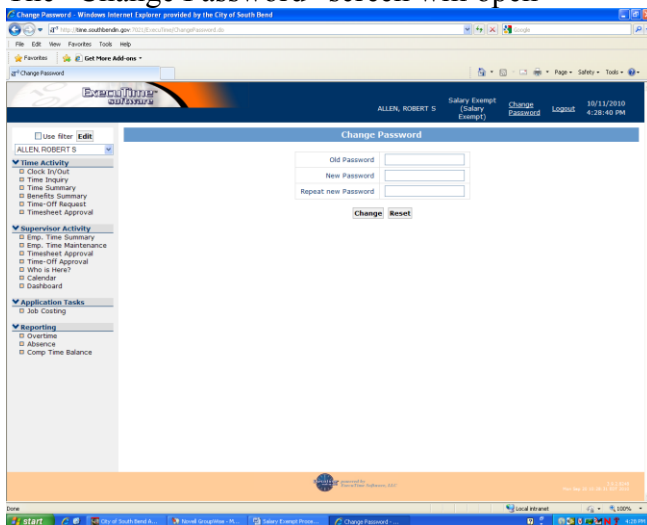
ExecuTime Payroll
Salary Non-Exempt Procedures
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To Change Password

Login to ExecuTime

Click on "Change Password" at the top
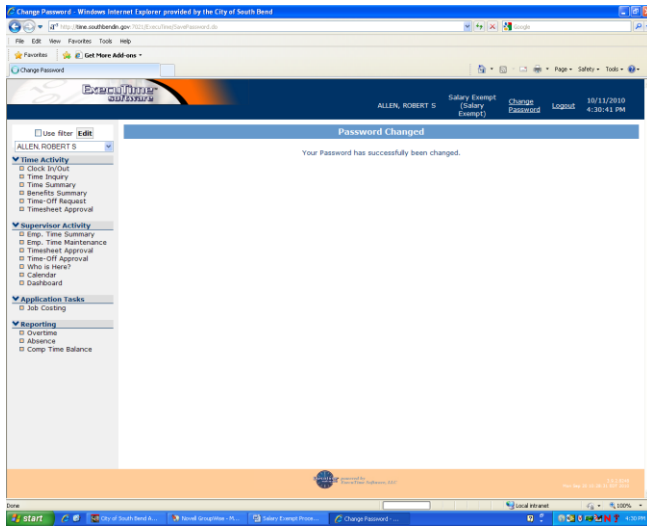
The "Change Password" screen will open

Fill in boxes

Click "Change"

You will receive a message that the password has been changed.

To Record Time
Login to ExecuTime
Click on "Employee Time Maintenance" on the left side
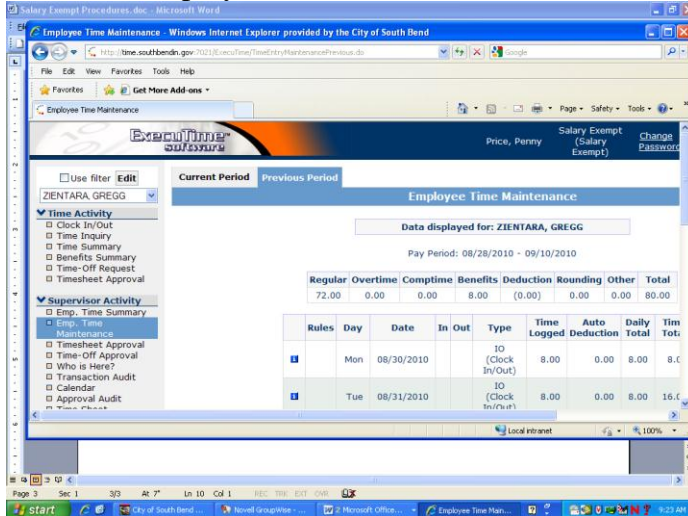
Choose "Current Period" or "Previous Period"
ExecuTime will show a summary of time that is already in the system. Note that for
Salaried Non-Exempt employees, time will default in only for Holidays and approved
vacation, sick, etc. You will need to enter the rest of your time.
Click on "Add a new time entry" on the bottom
ExecuTime will open the "Edit Time Entry" screen
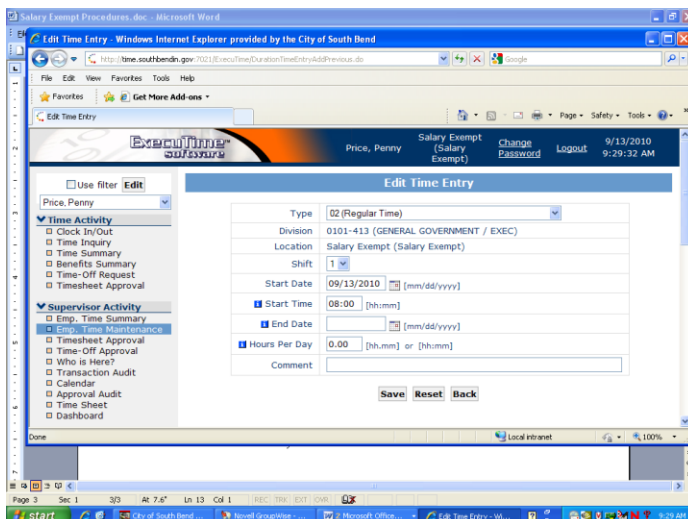
Click on the drop down menus and make your choices:
      For time worked/earned (only choice you should make)
            Type: 02 Regular Time
            Never enter 03 Overtime
            Never enter 12 Comp Time Earned at 1 1/2
      For benefit time taken (most common)
            Type: 08 Sick
                  10 Vacation
                  20 Floating Holiday
                  26 Funeral/Bereavement
                  14 Comp Time Taken – Non-Exempt (only if you have less than
                  40 hours in the week.)
      Shift: Ignore
      Start Date: choose date
      Start Time: Ignore
      End Date: Ignore if start date and end date are the same. Otherwise, choose date.
      Hours per Day: enter appropriate number of hours relating to "Type" above
      Comment: Enter a comment if your supervisor directs you to do so
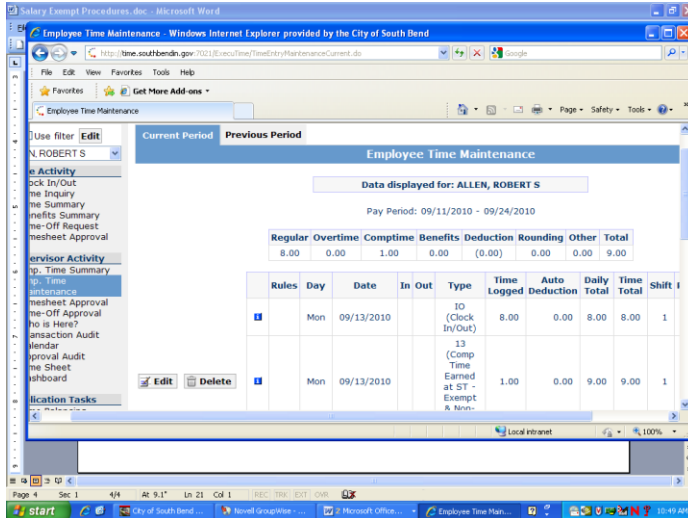Click Save
Review your entry for accuracy

Note: ExecuTime will <u>automatically</u> change Regular hours over 40 to Comp Time Earned.

ExecuTime Payroll
Salary Non-Exempt Procedures
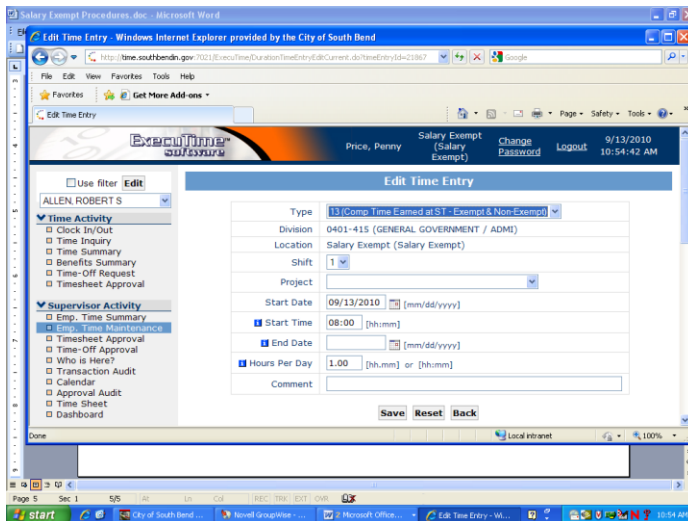**Dated 10/11/10**

To Edit Time Entry

Go to "Employee Time Maintenance" screen as shown below

Find entry that needs to be edited

Click "Edit"

ExecuTime will open the "Edit Time Entry" window as shown below
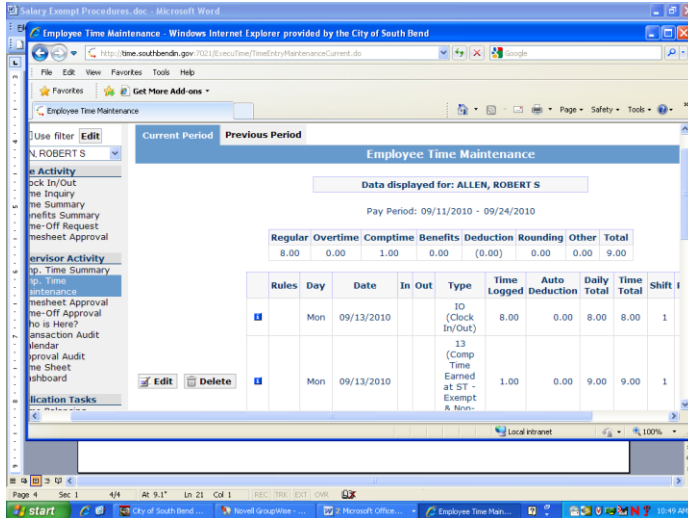

Change entry as needed

Click Save

Review your entry for accuracy
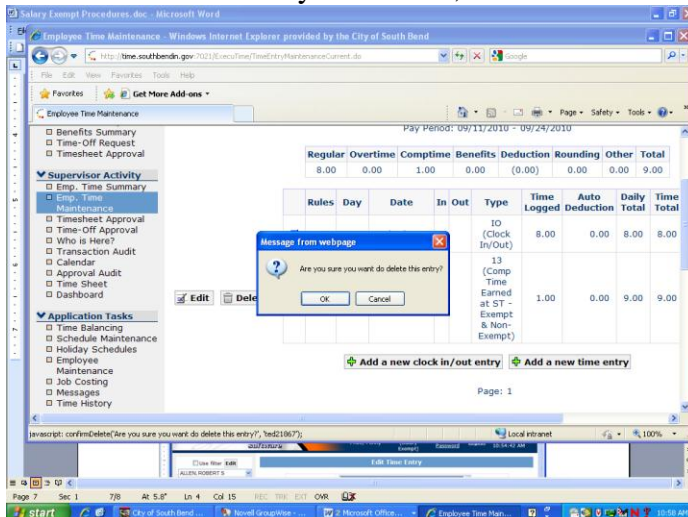
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To Delete Entry
Go to the "Employee Time Maintenance" screen as shown below

Find entry that needs to be edited
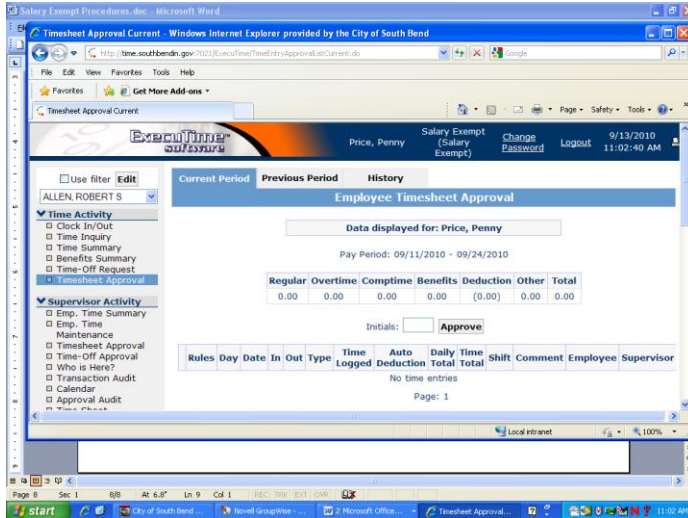Click "Delete"
ExecuTime will ask if you are sure, as shown below

Click OK
Review your entry for accuracy

To Approve Electronic Time Record
Click on "Timesheet Approval" on the left

Choose "Current Period", "Previous Period", or "History"
If you choose "History", you will also need to choose the appropriate time period
Review your time entries
Edit time entries as necessary
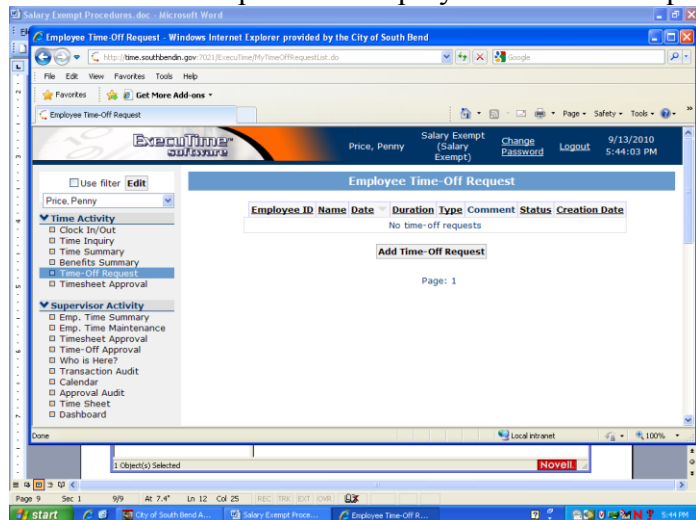Put initials in "Initials" box
Click "Approve"

**ExecuTime Payroll
Salary Non-Exempt Procedures
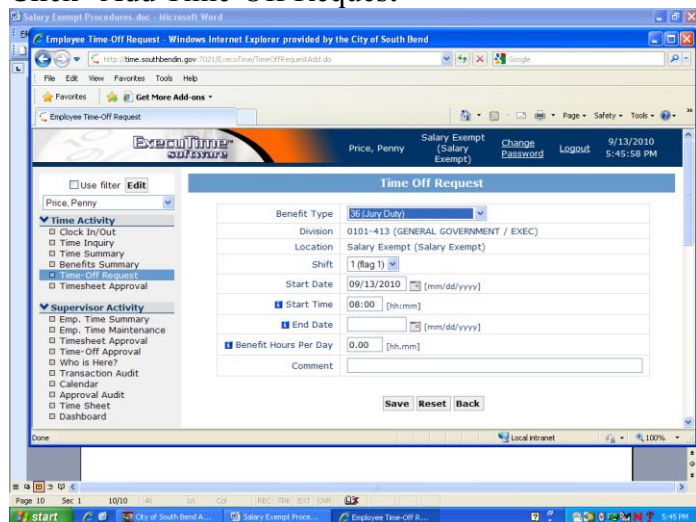Dated 10/11/10**

To Request Time Off
Login to ExecuTime
Click "Time-Off Request" on the left side
ExecuTime will open the "Employee Time-Off Request" screen, as shown below

Click "Add Time-Off Request"

Choose "Benefit Type" from the drop down menu
Shift: Ignore
Start Date: choose date
Start Time: Ignore
End Date: Ignore if start date and end date are the same. Otherwise, choose date.
Hours per Day: enter appropriate number of hours relating to "Type" above
Comment: Enter a comment if your supervisor directs you to do so
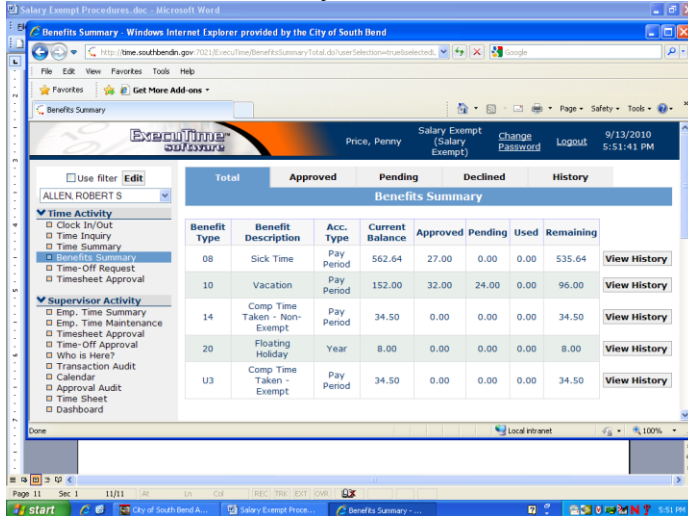Click Save
Review your entry for accuracy

ExecuTime Payroll
Salary Non-Exempt Procedures
Dated 10/11/10

To Check Benefits
Login to ExecuTime
Click "Benefits Summary" on the left side

Choose "Total", "Approved", "Pending", "Declined" or "History"
Review benefits

       Note: Presently the Comp Time Accrual shows up on 2 line items. We are
       working with ExecuTime to get this resolved.

You may also click "View History" to see the details on a particular benefit.